



Monitoring, Evaluating and Learning (MEL) Executive

Job grading / salary scale: 3 (£24,064 - £27,492, PA/PR)

Hours of work: 21 hours per week

Reporting to: Head of Programmes & Funding

Terms: Fixed Term Contract to 1 June 2023, with potential for extension.

Home based with expectations of working from central Bristol office at least one day a week

Purpose:

Frank Water is an international development charity and wholly owned trading subsidiary, working domestically in the UK as well as overseas in India and Nepal, with a vision of a future where everyone, everywhere has access to resilient water resources for generations to come.

Frank Water is now seeking to appoint a part-time Monitoring, Evaluating and Learning (MEL) Executive to a fixed term contract, joining a small, passionate team.

This role will report to the Head of Programmes & Funding (HoPF) and work closely with the Trust & Foundations Executive and our two India-based Programme Coordinators.

The purpose of this role is to support learning/monitoring and evaluation activities across all of Frank Water's overseas programmes. This will include:

- process and tools development e.g. creating an online MEL tool for partner reporting
- qualitative and quantitative data collection and analysis e.g. partner primary data sheet and case study development
- reporting and learning/reflection processes e.g. assisting in creating learning documents.

The postholder will assist Frank Water and partner staff in the use and adoption of reporting tools and processes. They will be active in identifying learning opportunities from Frank Water and our partners' work that demonstrate impact, outcomes and important learning opportunities.

They will work closely with other members of Frank Water staff to share learning internally and externally.

The ideal candidate will have an interest in international development, research and data management and have excellent written communication skills.

You will be proactive, organised, and a great communicator with strong attention to detail. You will have proven your communications skills and have a gift for quickly building strong working relationships with internal and external stakeholders. You will possess a self-motivated, tenacious, and can-do attitude.



It is essential you have a passion for our cause and a desire to develop an understanding of all aspects of our work, with the ability to travel throughout the UK, and on occasion to our projects overseas, as required.

Key responsibilities and duties:

- Contribute to the development and implementation of the Frank Water MEL Evaluation Plan;
- Contribute to the technical design of MEL methodologies specifically creating online MEL reporting portals;
- Contribute to data collection, storage and analysis;
- Work with programme staff to ensure MEL tools and processes are understood and used;
- Provide advice to staff and stakeholders on MEL decisions, such as the identification of priorities, needs and indicators; the design, set up and use of MEL systems to collect data; and the design of MEL studies;
- Identify opportunities to provide and present MEL findings and data to colleagues to contribute to decision-making and strategic planning processes in MEL projects, as appropriate;
- Ensure information from MEL activities is properly analysed and written up for reporting and learning, by undertaking and supporting activities such as:
 - Use of data analysis software;
 - Collation and analysis of MEL data (including through surveys, web statistics, interviews, subscriber data, unsolicited feedback, case studies and reports) and analysed against outcomes to draw out learning and implications;
 - Triangulation of findings using different types of data and analysis of trends over time;
 - Support staff to ensure the quality of evaluation reports.
- Write and present MEL reports. Including:
 - Presenting data and reports verbally to internal and external audiences;
 - Promoting the sharing of written feedback about impact and learning findings to FW Board of Trustees and other stakeholder groups.
- Ensuring reports and findings are communicated effectively via close collaboration with the Communications Manager;
- Participate in external events in order to undertake MEL related data collection or share organisational and programme MEL findings;
- Prepare and process contracts, invoices and reporting from partner organisations in the area of impact and learning;
- Support interns and volunteers where required;
- To contribute to key organisational priorities; and,
- Other tasks as required.

Key Skills & Abilities

- The ability to think creatively
- A proven ability to prioritise workload and meet deadlines
- Excellent IT and web based data management skills



- Excellent presentation and written communication skills
- Excellent oral and written communication skills with a high degree of diplomacy, tact and confidence
- Being an excellent team player who can work on your own initiative to plan and manage your workload
- Good attention to detail in every area of your work
- Demonstrable teamwork and organisational skills
- Ability to develop strong relationships both internally and externally
- Willingness and ability to work within a small organisation with a small and part time staff team operating from an open-plan office environment.

Experience & Requirements

- Experience in developing and delivering MEL processes and impact measurement for a charity, community group or business (essential)
- Experience in building strong relationships with internal and external stakeholders (essential)
- Passion for Frank Water's cause and desire to develop an understanding of all aspects of our work (essential)
- Flexible and willing to undertake occasional travel in the UK, when necessary (essential)
- Confidence in presentation, written and oral communication (essential)
- Experience of working in the charity sector (desirable)
- Experience of working in international development (desirable)

If you feel you have the interest and skills to successfully undertake this role, then we want to hear from you.

To discuss the role, please email jshepherd@frankwater or call Jon Shepherd on 01173294846.

To apply, please send a CV and covering letter outlining why you wish to be considered for this role, with the email subject: Monitoring, Evaluating and Learning (MEL) Executive to hr@frankwater.com by 9am on Monday 23rd May 2022.

Interviews are likely to take place in the week commencing 30th May 2022.